



CITY OF LONG BEACH

DEPARTMENT OF PLANNING & BUILDING

333 West Ocean Boulevard, 4th Floor

Long Beach, CA 90802

(562) 570-6864

FAX (562) 570-6610

CLERK TYPIST III – UNCLASSIFIED **Historic Preservation & Urban Design Offices** **(\$14.246 - \$19.480 per hour)**

The Planning Bureau is recruiting to fill a full-time, unclassified Clerk Typist III position. This position reports to the Historic Preservation Officer and the Urban Design Officer and performs a variety of administrative tasks.

EXAMPLE OF DUTIES:

- Assists the Historic Preservation Officer and Urban Design Officer in managing the responsibilities of the Historic Preservation Office and Urban Design Office.
- Schedules meetings and appointments.
- Maintains the calendars and address books of the two officers using Lotus Notes.
- Maintains the Historic Preservation Office's central files.
- Types, formats, and edits correspondence and miscellaneous documents.
- Answers and screens telephone calls, as well as take accurate messages.
- Answers basic inquiries regarding the historic preservation and urban design programs from the public and staff.
- Assists in the coordination and distribution of Cultural Heritage Commission documents.
- Assists in the coordination and data collection of "FOR" requests from City Manager's office.
- Receives/sorts/distributes mail to correct parties and prepares mailings.
- Creates PowerPoint presentations and other publications as directed.
- Gathers general data and files for use in historic assessments and urban design projects.
- Performs other related duties as required.

REQUIRED QUALIFICATIONS:

- Minimum of two years progressively responsible clerical experience.
- Excellent written, spelling, verbal, and customer service skills.
- Proficient with a wide range of software, including Word, Excel, Access, PowerPoint, Lotus Notes, and the Internet.
- Ability to type accurately and review and correct errors in grammar, spelling and punctuation.
- Detailed oriented with strong organizational and time management skills, including the ability to manage multiple tasks, prioritize work assignments, and work independently within a fast-paced work environment.
- Excellent work habits, ability to be flexible, work cooperatively, have a desire to become an effective team member displaying professional appearance and demeanor.
- Ability to follow directions and then take initiative with ambition to finish projects.
- Ability to work well with all levels of City government, residents, and businesses.
- Ability to consistently produce a professional work product in a timely manner.
- Possession of a valid California driver's license.
- Knowledge of the Brown Act preferred, but not required.

SELECTION PROCEDURES: Candidates are requested to send a letter of interest and resume to:

ATTN: Clerk Typist III Recruitment – Planning Bureau
Department of Planning & Building
c/o Georgia Pon, Administrative Officer
333 West Ocean Boulevard, 4th Floor
Long Beach, CA 90802

Recruitment will be continuous until a candidate is chosen. The most qualified candidates will be invited to participate in further selection procedures within one to three weeks after submission of letter of interest and resume.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-6038.